



Requires

Executive – Accounts

IIMA's Accounts Department is looking for a young and dynamic accounts professional. The job description is as below:

Job Description:

- Bank Receipts & Payments with Reconciliation in SAP on day-to-day basis for various bank accounts (including the payment gateway transactions).
- Preparation of Bank advice to various banks & Cheques for the different vendors if payment is to be made by cheque
- Follow up with various bank officials for any queries related to bank transactions etc.
- Handling the accounts payable
- Follow up with the different offices for unlinked / unreconciled credit or debit in the Bank accounts
- Handling various types of employee benefits such as LTC, Children Education Allowance, Reimbursement of mobile bills, High Quality Research Awards, development allowance etc. (including accounting and disbursement of the same)
- Any other task assigned related to the Accounts Department.

Qualification, Experience & Skill Requirements:

- Candidate should be B.Com. and CA Inter / M. Com. / MBA (Finance) from a recognized University / Institute.
- Minimum 5 years of post-qualification experience (preferably in an educational institution).
- Working Knowledge of SAP is preferable.
- Knowledge of MS-Office (Excel, Word, Power Point) is essential.
- The candidate should have good communication skills (both written & verbal).

Age: Maximum 30 years as on the last date of Application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Salary & Allowances: Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as

required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 02 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **July 10, 2024**.

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